

Journal Vouchers

- J1 The J1 document is used for check cancellations, entries involving balance sheet accounts and the correction of suspense balances. The J1 document does not have automatic cash offsets nor does it complete the original fund auto entries. This document requires approval at the agency, OSRAP and STO levels. Documentation is required for OSRAP approval.
- J2 The J2 document is used for the reclassification of revenues and expenditures between funds, agencies and/or fiscal years. The accounting period and budget fiscal year are coded on the lines of the J2 document. This document requires approval at the agency, OSRAP and STO levels. Documentation is required for OSRAP approval.
- J3 The J3 document is used only for the transfer of revenue between funds, agencies and/or fiscal years. The accounting period and budget fiscal year are coded on the lines of the J3 document. This document requires approval at the agency, OSRAP and STO levels.
- J4 The J4 document is used for interagency transfers that occur when there is no prior agreement between the agencies. Both the seller agency and the buyer agency must approve the J4 document.
- J6 The J6 document is used for the reclassification of revenues or expenditures within the same fund, agency and/or fiscal year. Transfer revenue sources and classifications to Income Not Available cannot be completed on a J6 document. This document requires approval at the agency level only.
- REJ6 The REJ6 table is used for the creation of recurring J6 documents.

Levels of approval:

PEND1	Agency
PEND2	Agency (Usually not used, however, agency may elected to have added)
PEND3	Not used
PEND4	OSRAP
PEND5	STO